

INSURANCE COORDINATOR RESPONSIBILITIES

As a representative of an agency that participates in the KEHP, an Insurance Coordinator (IC) or an Associate Insurance Coordinator (AIC) is responsible for the following:

- Attend IC training conducted by DEI including
 - Open enrollment
 - HIPAA
 - Spring training
- Provide current health insurance booklet and application
- Provide new employee training on benefits available
 - Provide employees with a copy of the New Employee Checklist
 - Provide employees with web address to obtain the Summary Plan Descriptions
- Provide training on deadlines for forms
 - Sign and submit forms to DEI or enroll members using the web enrollment system
- Provide training on qualifying events and deadlines
 - Sign and submit forms to DEI
 - Request supporting documentation from member
- Provide training on COBRA
 - Enter qualifying events into Ceridian's WebQE
- Provide DEI with Update Forms for:
 - Employee transfers
 - LWOP
 - Military Leave begin/end
 - Employee termination*
 - Employee retirement
 - Employee death
 - Employee address/name change*
 - *Or enter into the web enrollment system
- Provide employees with open enrollment information
- Counsel employees on health insurance questions or provide phone numbers where they may receive answers
- Communicate with DEI on questions for all of the above
- Possibly responsible for premium billing and reconciliation